

# EMPLOYMENT APPLICATION FOR TOWN OF NOBLEBORO

**A. Personal information:** Information provided in this section is used for identification purposes only.

1. NAME: \_\_\_\_\_  
Last First Middle Initial
2. Address: \_\_\_\_\_  
Street Address P O Box  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip
3. Contact Numbers:  
Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_
4. Nicknames(s), maiden name or other names by which you have been known:  
\_\_\_\_\_
5. Are you a U.S. Citizen ? \_\_\_\_\_ YES \_\_\_\_\_ NO
6. Drivers License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ State of issue: \_\_\_\_\_
7. Are you 18 years or older? \_\_\_\_\_ YES \_\_\_\_\_ NO
8. Position applying for: \_\_\_\_\_
9. Date available to start: \_\_\_\_\_
10. Salary Range Desired: \_\_\_\_\_
11. Are you available for work \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time.
12. Are you willing to work overtime as needed? \_\_\_\_\_ YES \_\_\_\_\_ NO.
13. Are you employed now? \_\_\_\_\_ YES \_\_\_\_\_ NO
14. Have you ever applied for a job with the Town of Nobleboro before? \_\_\_\_\_
15. Referred by: \_\_\_\_\_

### B. Special Qualifications & Skills

1. List any special qualifications and skills you have:

\_\_\_\_\_

**C. Work History:**

Beginning with your present or most recent job, list employment held for the past ten years, including part-time, temporary or seasonal employment, as well as all periods of unemployment. Attach extra pages if necessary. Please indicate if you feel your present job would be in jeopardy if inquiries are made.

1. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving or wanting to leave: \_\_\_\_\_  
\_\_\_\_\_

2. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving or wanting to leave: \_\_\_\_\_  
\_\_\_\_\_

3. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving or wanting to leave: \_\_\_\_\_  
\_\_\_\_\_

4. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving or wanting to leave: \_\_\_\_\_  
\_\_\_\_\_

5. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving or wanting to leave: \_\_\_\_\_  
\_\_\_\_\_

6. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving or wanting to leave: \_\_\_\_\_  
\_\_\_\_\_

**D. Employment limitations:**

Can you perform the functions of the job with or without reasonable accommodations? YES NO

**E. Educational History:**

High School Attended: \_\_\_\_\_ City/State \_\_\_\_\_

Dates Attended From/To \_\_\_\_\_ Graduated \_\_\_\_\_ YES \_\_\_\_\_ NO

College or University Attended: \_\_\_\_\_

City & State: \_\_\_\_\_

Dates Attended From/To: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Degree Received &amp; Date: \_\_\_\_\_

List other schools attended: (trade, vocational, business, etc.)

Other: \_\_\_\_\_

City &amp; State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Degree Received &amp; Date: \_\_\_\_\_

## F. References:

Please list three people who are not former employers or family and whom you have known for at least one year.

Name	Address	Telephone	Years Known
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[Home](#)

Work \_\_\_\_\_

Name	Address	Telephone	Years Known
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[Home](#)

Work

Name	Address	Telephone	Years Known
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[Home](#)

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Work

**Background:**

Have you ever been disciplined, discharged, and asked to resign from a prior position? ☐ Yes ☐ No

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? ☐ Yes ☐ No

Has your contract in a prior position ever been non0renewed? ☐ Yes ☐ No

Have you ever been charged with or investigated for sexual abuse or harassment of another person? ☐ Yes ☐ No

Have you ever been convicted of a crime (other than a minor traffic offense)? ☐ Yes ☐ No

Have you ever entered a plea of guilty or "no contest" (novo contendere) to any crime (other than a minor traffic offense)? ☐ Yes ☐ No

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? ☐ Yes ☐ No

If you answered yes to any of the previous questions, provide full details below including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or disposition of a crime is not an automatic bar to employment.

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My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Town of Nobleboro contacts in connection with my employment application to fully provide the Town of Nobleboro any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Town of Nobleboro, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, office manager, and other staff, and members of the community. I give my consent to this disclosure.

Please note: Employment cannot be finalized until the applicant has completed requirements for complete background checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All application materials become the property of the Town of Nobleboro. None will be returned. Providing any false or misleading information on this application or in the application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

RETURN APPLICATION TO:

TOWN OF NOBLEBORO  
192 U.S.HIGHWAY 1  
NOBLEBORO, MAINE 04555

E-mail: [townofnobleboro@tidewater.net](mailto:townofnobleboro@tidewater.net)

Telephone: 563-8816